

**CLASS TITLE: CHIEF REFEREE - BOARD OF REVIEW**

**Class Code: 02582500**  
**Pay Grade: 38A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To manage and direct the operations of a unit engaged in conducting quasi-judicial hearings on cases arising from the application of laws, rules and regulations concerning unemployment and temporary disability insurance; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction with considerable latitude to exercise initiative and independent judgement.

**SUPERVISION EXERCISED:** Plans, organizes and reviews the work of professional technical, and clerical personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, coordinate and supervise the operation of an appeals unit engaged in conducting quasi-judicial hearings on cases arising from the application of laws, rules and regulations pertaining to unemployment and temporary disability insurance.

To be responsible for the scheduling and assignment of cases in such a manner as to insure a prompt and fair review of all contested determinations.

To be responsible for devising, implementing and evaluating practices and procedures which lead to greater efficiency, effectiveness and fairness.

To be responsible for monitoring and interpreting legislation and court decisions which affect the application of laws, rules and regulation of unemployment and temporary disability insurance.

To conduct hearings and render decisions on cases arising from the application of laws, rules and regulations concerning unemployment and temporary disability compensation.

To be responsible for assisting the Board of Review by scheduling cases and by advising members on the application of the relevant laws, rules, regulations and procedures.

To conduct training programs for staff members.

To assist in the preparation and execution of the unit's budget.

To coordinate unit activities with similar units in other states and with federal officials.

To serve as acting chairperson of the Board of Review in the absence of the Chairperson.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the Employment Security Act, Temporary Disability Insurance Act and related acts; a thorough knowledge of the Administrative Procedures Act which governs the conduct of such hearings; the ability to conduct hearings; the ability to plan, coordinate and supervise staff engaged in conducting quasi-judicial hearings; the ability to conduct hearings and render decisions; the ability to assemble, organize, analyze and evaluate facts presented or obtained in hearings; the ability to establish and maintain consistent interpretation and application of the provisions of the relevant laws, rules and regulations; the ability to establish and maintain effective working relationships with other officials and the general public and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing;  
and

Experience: Such as may have been gained through: considerable employment in a position conducting hearings and rendering decisions in regard to the application of the laws and regulations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: May 15, 1994

Editorial Review: 3/15/03